



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CHARITABLE GAMING
APPLICATION CHECKLIST
NEW ORGANIZATIONS**

PLEASE MAKE SURE THAT YOUR APPLICATION HAS BEEN COMPLETED IN ITS ENTIRETY AND THAT ALL REQUIRED DOCUMENTS HAVE BEEN ATTACHED.

PLEASE REVIEW THIS CHECKLIST TO ENSURE THAT YOU ARE SUBMITTING A COMPLETED APPLICATION. PLEASE COMPARE YOUR RESPONSE TO THE APPLICATION REQUIREMENTS.

- ☐ \$200 Check payable to the Treasurer of Virginia has been attached. Volunteer Fire Departments and Rescue Squads who have been recognized by their locality in accordance with Section 15.2-995 of the Code of Virginia, and who provides a valid and current copy to the Department of the ordinance or resolution of the locality, are exempt from the application fee.
- ☐ The application has been completed in its entirety and all questions have been answered. Do not leave any blanks.
- ☐ If applicable, a copy of a letter of good standing from the national organization has been attached.
- ☐ Personnel Information Section has been completed in its entirety for the President, Treasurer/Financial Officer, or their equivalent position, and Game Manager(s).
- ☐ Signature page has been completed and signed by the President/Chief Officer, or designee of the applicant organization.
- ☐ If applicable, provide confirmation of registration with the Virginia State Corporation Commission. The web site is www.scc.virginia.gov and the toll free telephone number in Virginia is 1-800-552-7945.
- ☐ If applicable, provide confirmation of registration with the Virginia Department of Agriculture and Consumer Services. The web site is www.vdacs.virginia.gov and the telephone number is 1-800-552-9963, Ext. 6-1343.

Still Have questions? Write or call:

**Virginia Department of Charitable Gaming
101 North 14th Street, 17th Floor
Richmond, Virginia 23219
(804) 786-1681**

Web Page: www.dcg.virginia.gov